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Approved For Release 2003/05/05 : CIA-RDP80-00679A000300010018-5

Regulations Staff  
Office of Personnel

24 FEB 1959

~~SECRET~~

13 February 1959

OFFICE OF PERSONNEL MEMORANDUM NO. 22-100-1

SUBJECT: Travel and Transportation Expenses for Appointees  
to Designated In-Hiring Rate Positions

REFERENCE: OPM 20-605-12, Revised Minimum Pay Rates for Engineering,  
Scientific and Medical Officer Positions, 2 July 1958

1. Public Law 85-749, 25 August 1958, provides that new appointees to positions in the natural and mathematical sciences, engineering and architectural fields, and related technical positions, may be authorized the payment of travel and transportation expenses for themselves, immediate families, household goods, and personal effects, from place of actual residence to first duty station in the several States. Applicable Agency positions are designated in reference. Reimbursement for the travel and transportation expenses will be made in accordance with Agency travel regulations. The reimbursement represents additional compensation that is subject to income tax. Obligation of funds may not be incurred subsequent to 24 August 1960.

2. Recruitment and Placement Officers are responsible for briefing candidates being considered for employment in positions for which travel and transportation expenses may be authorized. In doing so, they must caution each candidate against performing travel prior to receiving a written authorization in which the candidate is advised he has been put in process and inviting him to enter on duty. The attached Transportation Agreement of Civilian Appointees Under PL 85-749 will be transmitted to the individual at the time he is invited to enter on duty and he will be requested to complete and return the signed agreement as soon as practicable. When the agreement has not been received by the time the person enters on duty, the Appointment Clerk will have the individual complete and sign one copy. The completed and signed agreement will be filed in the employee's Official Personnel Folder.

3. Each case in which reimbursement for travel and transportation expenses is proposed will be referred to the office of the Director of Personnel for review prior to the transmittal of the in-process letter. Prior to transmitting the EOD letter, the Placement Officer concerned will obtain a Travel Order from the sponsoring operating official which

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REVIEWER: ☐

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will include certification of the availability of funds and, under the Special Provisions section, the approval of the official authorized to sign personnel action requests for that component. The Travel Order will be identified by the operating office's symbol and allotment number. The approval line will be left blank for signature in the office of the Director of Personnel.

4. The employee's claim for reimbursement will be submitted by the employing office in the same manner as for other travel vouchers.



Gordon M. Stewart  
Director of Personnel

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Attachment

*Rescinded  
by  
OPM 2-60  
22-100-2  
dtd 27 Feb 60*

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OPM 2-59

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Central Intelligence Agency	
TRANSPORTATION AGREEMENT OF CIVILIAN APPOINTEES UNDER PL 85-749	
LAST NAME FIRST NAME MIDDLE INITIAL OF APPOINTEE	PLACE OF ACTUAL RESIDENCE AT TIME OF SELECTION FOR APPOINTMENT
<p>1. Public Law 749, 85th Congress, and regulations issued thereunder, authorize the travel and transportation of appointees, their immediate families, their household goods and personal effects, at Government expense, from place of actual residence at time of selection for appointment to their first official duty stations within the continental limits of the United States and Alaska and require that before being eligible for such transportation the appointees agree in writing to serve in the Central Intelligence Agency for a period of twelve months.</p> <p>2. Pursuant to the above requirement, the following agreement must be executed before transportation at Government expense is authorized.</p> <p>"It is agreed and understood that the following conditions prevail in connection with my eligibility for transportation at Government expense from my place of actual residence indicated above to my first official duty station located at _____</p> <p>a. I agree that I will remain in the employ of the Central Intelligence Agency in the position to which I am assigned or reassigned for at least 12 months beginning with the date of my appointment.</p> <p>b. I agree that if I voluntarily separate from my employment with the Central Intelligence Agency prior to completion of 12 months of service, or if I am involuntarily separated for misconduct prior to completion of 12 months of service, I will reimburse the Government for all expenses incident to my travel and transportation including that of my dependents, household goods and personal effects, if applicable, to my first official post of duty unless reasons for voluntary separation are acceptable to the Director of Personnel.</p> <p>c. I fully understand that upon completion of the 12 month period of service specified in this agreement I will not be eligible for return transportation at Government expense for myself, my dependents and household goods to my place of actual residence at time of my appointment. I further understand that completion of the above period of service does not terminate my employment and I may continue to serve in the same position or any other position to which I am assigned for a longer period in accordance with Central Intelligence Agency regulations. This agreement neither limits nor guarantees the duration of my employment."</p>	
DATE SIGNED	SIGNATURE OF APPOINTEE

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